

Attachment 14**Summary of Due Dates, Division Contact Persons, Mailing Addresses, Phone Numbers, and E-mail Addresses for Performance Agreement Indicators***(Note: If the Due Date cell is blank, then there is no additional report(s) to be sent)*

Abbreviated Performance Requirement	Due Date	Section/Branch Contact Person
Fiscal Management 1: Maintain responsible accounting and reimbursement practices	Pursuant to those reporting dates of the following reports noted in Fiscal Management 2: Quarterly Fiscal Monitoring Report; Cost-finding Report; Revenue Adjustment Report; Regular-UCR; At-Risk Children-UCR; UCR-MR/MI; and Special categorical UCR-Adult/Youth Homeless	Rick DeBell, Budget Section Mail Service Center 3013 Raleigh, NC 27699-3013 (919) 733-7013 Rick.DeBell@ncmail.net
Fiscal Management 2: Submit all reports required by law, regulations or DHHS		
Quarterly Fiscal Monitoring Report	Quarterly: October 20, 2002; January 20, 2003; April 20, 2003; and July 20, 2003	Rick DeBell, Budget Section Mail Service Center 3013 Raleigh, NC 27699-3013 (919) 733-7013 Rick.DeBell@ncmail.net
Cost-finding report	November 1, 2002	Rick DeBell, Budget Section Mail Service Center 3013 Raleigh, NC 27699-3013 (919) 733-7013 Rick.DeBell@ncmail.net
Revenue Adjustment Reports	Monthly: The 20th day following the conclusion of the previous month	Rick DeBell, Budget Section Mail Service Center 3013 Raleigh, NC 27699-3013 (919) 733-7013 Rick.DeBell@ncmail.net
Documentation of paybacks for non-compliance items identified during the Annual Medicaid Audit	Pursuant to timeframes noted in the 2002-2003 Medicaid Audit Instruction Letter to be sent to Area Programs and Providers and the Medicaid Audit Report for 2002-2003	Program Accountability Mail Service Center 3012 Raleigh, NC 27699-3012 919/881-2446 Mary.Tripp@ncmail.net
Substance Abuse Prevention and Treatment Block Grant (SAPTBG) Compliance Report	Semiannually: The 20th day of the month following the conclusion of each six month period of the Fiscal Year	Terrie Qadura, Substance Abuse Services Section Mail Service Center 3007 Raleigh, NC 27699-3007 (919)733-4671 Terrie.Qadura@ncmail.net

Abbreviated Performance Requirement	Due Date	Section/Branch Contact Person
Substance Abuse/Juvenile Justice Initiative Quarterly Reports	Quarterly: October 20, 2002; January 20, 2003; April 20, 2003; and July 20, 2003	Spencer Clark, Substance Abuse Services Section Mail Service Center 3007 Raleigh, NC 27699-3007 (919)733-0696 Spencer.Clark@ncmail.net
TANF/Work First Initiative	Quarterly: October 20, 2002; January 20, 2003; April 20, 2003; and July 20, 2003	Helen Wolstenholme, Substance Abuse Services Section Mail Service Center 3007 Raleigh, NC 27699-3007 (919)733-4671 Helen.Wolstenholme@ncmail.net
Volume of Service Submissions: Regular UCR	Monthly: The 20th day following the conclusion of the previous month	Rick DeBell, Budget Section Mail Service Center 3013 Raleigh, NC 27699-3013 (919) 733-7013 Rick.DeBell@ncmail.net
Volume of Service Submission: At- Risk Children (Willie M.) UCR	Pursuant to the Willie M. Information System (WMIS) Manual	Julie Hayes Seibert, Child and Family Services Section Mail Service Center 3015 Raleigh, NC 27699-3015 (919)571-4900 Julie.Seibert@ncmail.net
Volume of Service Submission: UCR - MR/MI (Thomas S.)	Quarterly: October 20, 2002; January 20, 2003; April 20, 2003; and July 20, 2003	Rick DeBell, Budget Section Mail Service Center 3013 Raleigh, NC 27699-3013 (919) 733-7013 Rick.DeBell@ncmail.net
Fiscal Management 3: Prompt Pay Provision	Effective date of Provision is 11/01/02 Data due to Division on, or before, 45 days after close of the quarter - 01/01/03 - 03/31/03.	Phillip Hoffman Resource/Regulatory Coordination & Management 3013 Mail Service Center Raleigh, NC 27699-3013 919-733-7013 Phillip.Hoffman@ncmail.net
Accountability 1: Implement corrective actions and management improvements as required.	Pursuant to any Request for Corrective Action issued by a Section/Branch of the Division	Contact person for Section/Branch Issuing the Corrective Action
Accountability 2: Achieve and maintain accreditation by the Council on Accreditation (COA).	Pursuant to COA schedule	Michael Byrne, Advocacy, Client Rights, and Quality Improvement Section Mail Service Center 3009 Raleigh, NC 27699-3009 919/420-7927 Michael.Byrne@ncmail.net

Abbreviated Performance Requirement	Due Date	Section/Branch Contact Person
Accountability 3: Submit timely and complete client data reports		
Client Data Warehouse submission	Monthly submission of CDW data by the 15th of the month following the subject month	Deborah Merrill, Data Operations Branch Mail Service Center 3019 Raleigh, NC 27699-3011 (919)733-4460 Deborah.Merrill@ncmail.net
Client Outcomes Instrument (COI)	Forms are to be postmarked by the 10th of each month and will not be processed by the Data Entry Vendor, Health Data, Inc., if received later than the 20th of each month	Deborah Merrill, Data Operations Branch Mail Service Center 3019 Raleigh, NC 27699-3011 (919)733-4460 Deborah.Merrill@ncmail.net
MR/MI Person Centered Plans	Person Centered Plans are due to Regional Service Managers no later than the 5th of Month following birth month	Judy Bright, Developmental Disabilities Section Mail Service Center 3006 Raleigh, NC 27699-3006 (919)733-3295 Judy.M.Bright@ncmail.net <u>Note: If sending overnight or same day, use street address: Division MH/DD/SA, Developmental Disabilities, Albemarle Building, Suite 656, 325 N. Salisbury Street, Raleigh, NC 27699</u>
NC Treatment Outcomes and Program Performance System (NCTOPPS) Assessment	Pursuant to NCTOPPS training and instructions	Spencer Clark, Substance Abuse Services Section Mail Service Center 3007 Raleigh, NC 27699-3007 (919)733-0696 Spencer.Clark@ncmail.net

Abbreviated Performance Requirement	Due Date	Section/Branch Contact Person
Participate in the Developmental Disabilities Core Indicator Project (for DD clients only)	By September 30, 2002: Identify contact person; Random sample completed; Submit family addresses to central office; and Pre-surveys and addresses submitted	Judy Bright, Developmental Disabilities Section Mail Service Center 3006 Raleigh, NC 27699-3006 (919)733-3295 Fax: 919 733 4958 Judy.M.Bright@ncmail.net Note: If sending overnight or same day use street address: Division MH/DD/SA, Developmental Disabilities, Albemarle Building, Suite 656, 325 N. Salisbury Street, Raleigh, NC 27699
Local Community Collaboratives will submit At Risk Child Waiting List data.	Quarterly: October 20, 2002; January 20, 2003; April 20, 2003; and July 20, 2003	Julie Hayes Seibert, Child and Family Services Section Mail Service Center 3015 Raleigh, NC 27699-3015 (919)571-4900 Julie.Seibert@ncmail.net
Maintain current, accurate, computerized database reflecting content specified by the DD Section	Semiannually: January 15, 2003; and July 15, 2003	Judy Bright, Developmental Disabilities Section Mail Service Center 3006 Raleigh, NC 27699-3006 (919)733-3295 Fax: 919 733 4958 Judy.M.Bright@ncmail.net <u>Note: If sending overnight or same day use street address: Division MH/DD/SA, Developmental Disabilities, Albemarle Building, Suite 656, 325 N. Salisbury Street, Raleigh, NC 27699</u>
Complete the NC SNAPP	Annually: July 15, 2003	Judy Bright, Developmental Disabilities Section Mail Service Center 3006 Raleigh, NC 27699-3006 (919)733-3295 Fax: 919 733 4958 Judy.M.Bright@ncmail.net <u>Note: If sending overnight or same day use street address: Division MH/DD/SA, Developmental Disabilities, Albemarle Building, Suite 656, 325 N. Salisbury Street, Raleigh, NC 27699</u>

Abbreviated Performance Requirement	Due Date	Section/Branch Contact Person
Client Rights & Relations 1: Administer the Division Client Satisfaction Survey to Mental Health and Substance Abuse clients	Within three weeks of the conclusion of the the survey period	Deborah Merrill, Data Operations Branch Mail Service Center 3019 Raleigh, NC 27699-3019 (919)733-4460 Deborah.Merrill@ncmail.net
Access 1: Provide access to services for eligible children in DSS Custody in an attempt to improve penetration rates from FY 02 to FY 03, subject to available funding.	Per Routine submissions	Julie Hayes Seibert, Child and Family Services Section Mail Service Center 3015 Raleigh, NC 27699-3015 (919)571-4900 Julie.Seibert@ncmail.net
Service Delivery 1: Schedule and see individuals within 5 working days of discharge		
Adult Mental Health		Bonnie Morell, Adult Mental Health Section Mail Service Center 3014 Raleigh, NC 27699-3014 (919)715-1294 Bonnie.Morell@ncmail.net
Substance Abuse Services		Doug Baker, Substance Abuse Services Section Mail Service Center 3007 Raleigh, NC 27699-3007 (919)733-4671 Doug.Baker@ncmail.net